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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 9700.1**Effective Date:
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Request Notification of Change

 (NASA Only)**Subject: Travel (w/change 3) dated September 12, 2011****Responsible Office: Office of the Chief Financial Officer**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [ALL](#)

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Chapter 1. Travel

1.1 Overview

1.1.1 The National Aeronautics and Space Administration (NASA) travel management policies seek to improve the management and systems utilized by federal employees and contractors to enable efficient travel. These efforts involve:

- a. Continuously evaluating travel and relocation programs and policies;
- b. Examining new technologies and automated systems;
- c. Analyzing the impact of current and proposed regulations, laws, executive orders, and international agreements;
- d. Facilitating the Interagency Travel Management Committee (ITMC); and
- e. Educating and training of federal travel professionals.

1.1.2 The General Services Administration's (GSA's) Office of Government-wide Policy's Center for Travel and Transportation Policy Formulation sponsors an Interagency Travel Management Committee (ITMC) that provides a forum through which federal agencies can exchange information and ideas for resolving common interests relating to the effective utilization of the Federal Travel Regulation (FTR). Through the ITMC, GSA strengthens lines of communication and disseminates information to agency representatives. To ensure compliance with internal agency rules and regulations, federal employees are referred back to his/her ITMC representative for direct assistance.

1.2 Agency Requirements

1.2.1 The Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, is the source for Federal policy on travel. The FTR is available at <http://www.gsa.gov/fttr>.

1.2.2 NASA Office of the Chief Financial Officer promulgates the Federal Management Requirements (FMR) to: (a) interpret statutory and other policy requirements in a manner that balances the need to ensure that official travel is conducted in a responsible manner with the need to minimize administrative costs, and (b) communicate the resulting policies

in a clear manner to employees.

1.2.3 The NASA Federal Travel Regulation Supplement (NFTRS), contained here as Appendix A, is intended only to address matters for which NASA has authority or responsibility to set specific policy or establish specific procedures that apply only to NASA and matters not covered by the FTR. The FTR, as amended, should first be consulted regarding travel policy. It is incumbent upon NASA employee-travelers, authorizing and approving officials and financial management personnel to be familiar with the provisions of the FTR, in relation to their specific roles in the travel process.

1.2.4 Chapters 300 and 301 of the FTR are published by GSA in a plain language, question and answer, format. To facilitate the review of NASA-specific provisions related to the FTR and simplify Agency travel regulations, the FMR NFTRS is structured, formatted, and numbered consistent with the FTR. Only questions for which there are NASA-specific answers are included.

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